



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705-1420

ACDP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USANATO Policy Letter 11, Volunteer and Public Service Awards

1. References:

- a. AR 600-8-22, Military Awards, 25 February 1995.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.

2. Volunteers continue to make tremendous contributions throughout USANATO. They do more than accomplish specific tasks; they demonstrate compassion, commitment, and enthusiasm. In doing so, they help sustain and enrich our lives. Their success in helping us accomplish our missions and enhance our quality-of-life programs should be officially recognized.

3. Commanders are encouraged and empowered to recognize the great efforts of volunteers with appropriate awards. Several Department of the Army awards are available for commanders to recognize outstanding service. Soldier-volunteers are also eligible for the Military Outstanding Volunteer Service Award, which offers promotion points.

4. When a Soldier is to receive an award before leaving an organization, commanders and other leaders should consider awarding the Soldier's spouse as well, especially when the spouse has served as a volunteer in support of our Soldiers and families.

5. Preparing nominations for these awards is not hard; they are based solely on performance and not driven by an accumulation of hours worked. If the signature of the CG, USANATO, is desired on one of these awards, nominations must be submitted at least 90 days before the intended presentation date. Commanders must plan accordingly.

6. In addition to volunteer awards presented by commanders, several award recognition programs are available, including the Annual Volunteer Recognition Ceremony hosted by the local volunteer coordinator. These programs are complementary to the commander's program in recognizing great volunteers.

*This letter is available at <http://www.usanato.army.mil>.*

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7. Our volunteers often work behind the scenes. Because of this, their accomplishments may go unrecognized. I strongly encourage commanders and other leaders to give these selfless individuals the recognition they deserve by nominating them for volunteer and public service awards. This recognition shows that we appreciate those who dedicate their time to helping us.

A handwritten signature in black ink, appearing to read 'D.D. McKiernan'.

DAVID D. McKIERNAN  
General, USA  
Commanding

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A, B, and C